

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title: Clinic Screener/MA

Department: Health

Reports to: Clinic Manager / Medical Director

Salary Range: \$15.98 to \$22.37 per hour/(\$33,232 to \$45,525) Annually

Status: Non-Exempt

Level: B21

Opens: February 17, 2022

Closes: March 02, 2022

SUMMARY: The Clinic Screener Medical Assistant position serves as the first point of contact for anyone entering the Health Department. Patient care and verbal communication are of utmost importance. This position will be cross trained to support other front desk functions such as medical records, and cover clinic medical assistant duties in times of absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide excellent patient care to patients and fellow employees, and represent LTBB Health Department in a professional, positive manner.
- Greet all people who enter the Health Department, take their temperature, and ask screening questions.
- Direct people who pass the screening to their next location.
- Direct people who fail the screening on their next steps.
- Deliver prescriptions from pharmacy to front door vestibule as patients need them.
- Wear PPE at all times as instructed.
- In between screening people and delivering prescriptions, CSMA will assist with data entry and other duties at their workstation in the lobby of the Health Department.
- Learn and use RPMS/EHR medical record system for patient records.
- Cross trains to other clinic medical assistant duties.
- Abides by HIPAA policies pertaining to protected, personal health information; keeping it in strictest confidence as required by federal law, CFR 42, and Tribal policies and statutes.
- May be required to perform miscellaneous job-related duties as assigned.

EDUCATION AND EXPERIENCE:

Certified Medical Assistant in the State of Michigan preferred. One year experience working in a medical office required. May consider certified EMT/Paramedics. Experience working with Tribal community is preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Most important skill and ability in this position is to deliver excellent patient care, which involves verbal and non-verbal communication, tone of voice, and phone skills. Must also be able to wear required PPE all day. Must be detail oriented and have excellent organizational skills. Must have working knowledge of medical terminology and have strong verbal and written skills. Must have ability to carry out tasks and assignments with minimal supervision. Must have good communication skills and be computer savvy. Must maintain confidentiality and security of all medical records and patient information at all times. Must be open and willing to learn all aspects of medical office and clinic functioning including obtaining vital signs and preparing patients for their provider visit. Must be open and willing to learn of a broad range of skills and regulatory requirements for medical clinic functioning. Must be dependable and time conscious. Must be able to work well with others, has to be able to work alone and with minimal supervision. Must be able to lift up to 50 lbs and deliver packages to appropriate area when received. Must be able to take direction from Clinic Manager/Nurse and/or Medical Director. Ability to travel for training is required. Must have positive job history with previous employers, including LTBB.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess valid driver's license have reliable transportation and be insurable for duration of employment. If applicable, must also possess current Medical Assistant certification.

COMMENTS: Indian preference will apply. Individuals must pass a thorough background investigation. Individual must take TB test and get influenza vaccination annually due to working in a health setting.